



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administration	Staff Services Manager II	549-066-4801-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Human Resources	Talent Acquisition Branch Chief	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Talent Acquisition	Sacramento	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		SSMIII
POSITION DESCRIPTION		
Under the general direction of the Personnel Officer (SSM III), the Staff Services Manager II plans, organizes, and directs the activities of the Department of Parks and Recreation's Talent Acquisition functions including, but not limited to: Position Control, Examinations, and Recruitment.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Plan, organize, direct and manage the functions and staff of the Talent Acquisition Branch through a subordinate Staff Services Manager I's. Supervise subordinate managers in day-to-day activities: coordinate, assign, and prioritize work assignments. Develop, mentor, evaluate and give direction to staff in the performance of progressive discipline functions. Oversee the preparation of analyses, reports, and other related documents for use by executives and management.	
20%	Examinations - Provide program support and oversight of the Department's examination program. Where necessary make policy and procedural adjustments to improve workflow. Work with subordinate supervisors and staff to remove barriers and improve communication with customers. Provide updates to senior management of information relevant that may impact the exam process. Provide data analysis and input on major projects such as: Annual Ranger/Cadet Exam Process, Automating Exams to the CalHR platform, expanding the number and frequency of exams provided by the exam unit. Take part in Departmental and Statewide exam meetings as a subject matter expert.	
20%	Recruitment - Provide program support and oversight of the Department's recruitment program. Where necessary make policy and procedural adjustments to improve workflow. Work with subordinate supervisors and staff to remove barriers and improve communication with customers. Provide updates to senior management of information relevant that may impact the recruitment process. Provide data analysis and input on major projects such as: Annual Ranger/Cadet Recruitment Process, Quarterly Recruitment Analysis Report, exploring online recruitment tools such as "Linkedin". Take part in Departmental and Statewide recruitment meetings as a subject matter expert.	
20%	Positions Control - Provide program support and oversight of the Position Control programs. Where necessary make policy and procedural adjustments to improve workflow. Work with subordinate supervisors and staff to remove barriers and improve communication with customers. Provide updates to senior management of information relevant that may impact processes. Provide data analysis and input on major projects such as: Process automation, creation of dashboards and metrics, Monthly and Annual Position reconciliation, Position Tracking and/or Vacancy Management, and special technology projects. Take part in Departmental and Statewide meetings as a subject matter expert.	
5%	Administrative Oversight - Provide program support and oversight of the Divisions budget and contracts. Directly provide monthly updates and projections of the Divisions budget status using Departmental data.	



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	Work with subordinate supervisors and staff to facilitate contract submissions. Provide updates to senior management of information relevant changes to contracts that may impact Division budget.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE